



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Superintendents and Principals

FROM: Wes Bruce, Director of School Assessment

DATE: February 25, 2011

SUBJECT: Visits during ISTEP+ Testing

We are asking IDOE staff members to make unannounced visits to schools during the ISTEP+ testing window to observe the scheduling and test security procedures are in place for ISTEP+. This should in no way disturb the testing of any student since we will not enter classrooms that are actively testing. Our staff will report to the office and ask to meet with the principal or person responsible for ISTEP+ administration.

Schools do not need to make any special preparations for these potential visits other than to be willing to share copies of their test schedules or procedures if requested. We do want to build a library of best practices to share. If your school is selected, please welcome the visit.

If you have any questions you can reach me at 317-232-9054 or wbruce@doe.in.gov.